



**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
CLERK TYPIST**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

Open To: The Public and State Employees

Location: Office of Long Island Sound Programs, Bureau of Water Protection and Land Reuse, Hartford, CT

Job Posting No: 109468

Type of Position: Full-time Permanent

Annual Salary: \$35,602 – \$45,004 (CL 10) New hires to State service will start at the minimum of the salary range.

Closing Date: October 15, 2014

DESCRIPTION OF DUTIES This position will provide support to all units within the Office of Long Island Sound Programs and coordinate with and interact with other Divisions within the Water Bureau, providing related support services. Duties will include answering and directing phone calls and taking messages; receiving and directing visitors; responding to requests for routine information; organizing and scheduling meetings; interacting with Security regarding deliveries and visitors; processing mail, routing internal documents, and logging submittals; tracking outgoing mail and internal documents for signature; preparing envelopes, copies, purchase requisitions, routine forms and correspondence; typing a variety of correspondence, forms, labels, envelopes, memos, etc.; reviewing and correcting drafts for compliance with originals; entering and retrieving data; setting up and maintaining files and records; searching for and retrieving information from files; sending standard form letters with minor revisions or additions; compiling information and preparing reports; reviewing materials for accuracy and completeness, making changes as authorized and verifying information; posting routine information to ledgers, log books and other records; preparing purchase requisitions and assisting with maintaining office inventory and ordering supplies; scanning, copying and collating materials; performing a variety of basic and repetitive processing tasks (sorts, numbers, codes and files materials); reviewing materials for accuracy and completeness (ensures categorical information is completed as required); verifying information through cross-referencing or existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; and related duties as required.

ELIGIBILITY REQUIREMENTS Applicants must have at least six months' experience in typing/ keyboarding OR have graduated from high school with coursework in typing/keyboarding.

PREFERRED CRITERIA Preferred candidates will have demonstrated the ability to interact with the public congenially, handle difficult people effectively, adapt to rapidly changing priorities, prioritize multiple tasks, and work capably in a large team environment, as well as having strong interpersonal skills, the ability to follow through on oral and written instruction, and solid skill in spelling, punctuation, grammar, and basic arithmetic.

Note: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules.

APPLICATION INSTRUCTIONS To be considered for this position, candidates must meet the Eligibility Requirements above and must submit a cover letter, resume, and Application for Employment ([CT-HR-12 form](#)) to be received or postmarked no later than the Closing Date above. Current State employees must also include copies of their two most recent performance appraisals. **Incomplete or late packages will not be considered.** Submit your application materials to:

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street, Hartford, CT 06106-5127
Attn: Marilyn L. Stone
Email: marilyn.stone@ct.gov
Fax: (860) 424-3896
Phone: 860-424-3006

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov.